CITY OF NEWTON

HUMAN RESOURCES DEPARTMENT

Interoffice Memo

To: Department Heads

From: Dolores Hamilton, Director of Human Resources

Date: November 27, 2007

Re: Boston College Voucher Program – **Spring 2008**

Boston College has provided the City of Newton with four undergraduate course vouchers for the Evening College and four graduate school vouchers for the Graduate School of Management. If you, or any of your staff, are interested in being considered for one of the vouchers, please contact Teri Struth or Leon Brathwaite of my staff, at (617) 796-1260. Voucher applications are attached.

Vouchers will be granted based on the following factors:

- Immediate job relatedness.
- Equitable distribution among departments and classification levels within the City organization.
- Current academic involvement with Boston College.
- Availability of other educational financial assistance.
- Serious commitment on the part of the applicant to complete the program.

Employees awarded an Evening College voucher may register for courses at the Evening School Registration Office, located in McGuinn Hall, Room 100. Graduate School voucher recipients should contact Priscilla Sliney (617) 552-3773, Assistant to the Dean, as soon as possible, to discuss course offerings and applicability to individual job status. They should be prepared to send graduate and undergraduate transcripts. Classes for the graduate program and undergraduate program begin on **January 14, 2008.**

Applications for consideration for either the Evening School or Graduate School must be received by the Human Resources Department by noon on <u>December 21, 2007.</u>
Decisions will be made by the end of the day.

DH ts Attachment